



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Senior Staff Analyst
Posting Number	PIN # 112608
Department	Department of Finance & Administration
Division	Budget and Evaluation Division
Section	Capital Improvements
Reporting Location	611 Walker, 11 th Floor
Workdays & Hours	Varied, normally M-F *

*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Functions in a senior staff role to provide professional analytical support. Position will work closely with Assistant Director, Deputy Assistant Director and departments citywide to provide analytical and administrative support. Research, monitor and provide projections related to expenditures and revenues in various funds. Performs cash management analyses and ensures compliance of investment activities, monitors and evaluates performance. Monitors, identifies, and communicates effectively to identify impact of trends to management with explanations and recommendations. Assists with the development of strategies and procedures for equipment purchases and investment decisions pertaining to equipment, fleet, information technology and other capital investments. Undertake special projects that require investigations and recommendations for addressing complex issues. Projects and issues that cover a broad range of areas, with a focus on financial and management concerns. Projects include assisting with coordination, development and monitoring of debt service and TIRZ budgets analysis and financing, and detail research and analysis of the monthly financial report, annual budget and Capital Improvement process.

WORKING CONDITIONS

This position is physically comfortable; the individual has some discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's Degree in Business Administration, Public Administration or closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Five years of professional administrative, financial or analytical experience related to the type of work being performed is required.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Good organizational, verbal and written communication skills and ability to work effectively with all levels of management internal and external, general public and other departments. Detailed oriented, good analytic skills, show insight and ability to communicate results clearly to others in a timely, accurate and complete manner. Prefer knowledge of municipal budgeting, accounting, capital assets and reporting procedures. Some experience in debt and cash management activities and municipal capital project planning is desired.

SELECTION/SKILLS TEST REQUIRED None.

SAFETY IMPACT POSITION ☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 28
\$1, 777 - \$2,592 Biweekly \$46,202 - \$67,392 Annually

OPENING DATE August 23, 2006

CLOSING DATE OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. The City of Houston, Human Resources TDD phone number is 713/837-9471. For application status, please call 713.837.9249. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer